

**Leon County Government
Fiscal Year 2007 Budget**

Summary of Purchasing

Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
001-140-513 Purchasing- Procurement	238,467	246,670	250,459	-206	250,253	269,830
001-141-513 Purchasing- Warehouse	165,909	170,494	182,164	5,057	187,221	201,086
001-142-513 Purchasing- Property Control	40,571	49,509	41,040	-123	40,917	42,503
Total Budgetary Costs	<u>444,947</u>	<u>466,673</u>	<u>473,663</u>	<u>4,728</u>	<u>478,391</u>	<u>513,419</u>

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
001 General Fund	444,947	466,673	478,391	513,419
Total Revenues	<u>444,947</u>	<u>466,673</u>	<u>478,391</u>	<u>513,419</u>

Staffing Summary	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
001-140-513 Purchasing- Procurement	3.00	3.00	3.00	0.00	3.00	3.00
001-141-513 Purchasing- Warehouse	4.00	4.00	4.00	0.00	4.00	4.00
001-142-513 Purchasing- Property Control	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>0.00</u>	<u>8.00</u>	<u>8.00</u>

Leon County Government
Fiscal Year 2007 Budget

Purchasing- Procurement

Organizational Code: 001-140-513

Mission Statement

The mission of the Procurement Program is to provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality and at the lowest possible cost, through open and fair competition.

Advisory Board

None

Summary of Services Provided

1. Review requisitions for compliance with Purchasing Policy.
2. Process purchase orders and assist departments/divisions with technical information, quotes, and purchasing related requests.
3. Obtain price quotes, review state contracts for vendor sources and best pricing.
4. Compare state contract pricing to local quotes.
5. Prepare, advertise, and receive bids and Requests for Proposals (RFP's), and coordinate the evaluation processes for those bids and RFP's.

Accomplishments

1. The Procurement Program staff handled 80 bids and requests for proposals in the 2004-5 fiscal year, the second highest number in the past twenty years.
2. Staff developed and presented several sessions of a "Contract Administration" course for county staff.
3. Provide on-going administration and staff assistance for the purchasing card program.

Current Year Notes

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage and benefit adjustments.
2. As approved by the Board at its September 19, 2006, final public hearing on the 2006/07 budget, operating expenses such as: travel; training; printing; operating supplies; and office supplies, are reduced by 5% for a fiscal impact of \$206.

Out-Year Notes

There are no Budget Issues requested in FY2008 thru 2011, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2005 Actual	FY 2006 Budget	FY 2007 Budget
001-140-513 Purchasing- Procurement					
• Percentage of completed requisitions for purchase orders processed within 2 days of receipt	Input	%	100	98	98
• Percentage of bids/RFP processed within 45 work days of receipt of request	Input	%	100	98	98
• Operate the procurement function at a cost of less than 3% of the dollar volume (better than industry standard)	Input	%	56	70	73

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Purchasing- Procurement

Organizational Code: 001-140-513

Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Personal Services	219,547	226,759	230,548	0	230,548	250,125
Operating	18,920	19,911	19,911	-206	19,705	19,705
Total Budgetary Costs	<u>238,467</u>	<u>246,670</u>	<u>250,459</u>	<u>-206</u>	<u>250,253</u>	<u>269,830</u>

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
001 General Fund	238,467	246,670	250,253	269,830
Total Revenues	<u>238,467</u>	<u>246,670</u>	<u>250,253</u>	<u>269,830</u>

Staffing Summary	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Administrative Associate IV	1.00	1.00	0.00	0.00	0.00	0.00
Administrative Associate V	0.00	0.00	1.00	0.00	1.00	1.00
Dir of Purchasing	1.00	1.00	1.00	0.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>	<u>3.00</u>

Leon County Government
Fiscal Year 2007 Budget

Purchasing- Warehouse

Organizational Code: 001-141-513

Mission Statement

The mission of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate the work routines of County departments.

Advisory Board

None

Summary of Services Provided

1. Issue supplies and materials.
2. Procure materials and supplies for warehouse.
3. Provide forklift services for other departments.
4. Deliver inter-departmental, special, and U.S. mail to County facilities.
5. Process requisitions for Fleet Management and Operations Divisions.

Accomplishments

1. Warehouse staff has continually met changing needs of county operations.
2. Continued to realign stock storage areas in order to accommodate EMS and Parks materials that do not have separate storage spaces as well as handle receiving for those and other divisions.

Current Year Notes

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage and benefit adjustments.
2. As approved by the Board at its September 19, 2006, final public hearing on the 2006/07 budget, operating expenses such as: travel; training; printing; operating supplies; and office supplies, are reduced by 5% for a fiscal impact of \$206.

Out-Year Notes

There are no Budget Issues requested in FY2008 thru 2011, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2005 Actual	FY 2006 Budget	FY 2007 Budget
001-141-513 Purchasing- Warehouse					
• Cost per issuance	Input	\$	9.88	9.76	9.50
• Operational costs as a % of total dollar value of issuances	Input	%	34.68	22.38	32.00
• Number of issuances	Input	#	16,746	17,250	16,750

**Leon County Government
Fiscal Year 2007 Budget**

Purchasing- Warehouse

Organizational Code: 001-141-513

Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Personal Services	157,505	162,235	173,874	4,835	178,709	192,574
Operating	8,404	8,259	8,290	222	8,512	8,512
Total Budgetary Costs	<u>165,909</u>	<u>170,494</u>	<u>182,164</u>	<u>5,057</u>	<u>187,221</u>	<u>201,086</u>
Funding Sources			FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
001 General Fund			165,909	170,494	187,221	201,086
Total Revenues			<u>165,909</u>	<u>170,494</u>	<u>187,221</u>	<u>201,086</u>
Staffing Summary						
	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Materials Management Spec.	3.00	3.00	3.00	0.00	3.00	3.00
Warehouse Supervisor	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>	<u>4.00</u>

Leon County Government
Fiscal Year 2007 Budget

Purchasing- Property Control

Organizational Code: 001-142-513

Mission Statement

The mission of the Property Control Program is to create and maintain an exemplary records and management control program for the tangible personal property of Leon County.

Advisory Board

None

Summary of Services Provided

1. Create property control records on all new tangible personal property items.
2. Revise property control records to reflect transfers, deletions, and other actions.
3. Perform inventory of all tangible personal property and compile annual report of inventory for Board approval.
4. Reconcile physical inventory with property control records and update and revise Board tangible personal property policies and procedures.
5. Provide technical assistance to Property Custodians.

Accomplishments

1. Continued transition from in-house database to Internet-based ASP upgrade on the property control database system. This improvement now allows staff to access the property control database from any County facility resulting in a higher level of productivity.
2. Conducted five surplus auctions during the fiscal year: two automotive, two computer, and one furniture surplus sale.

Current Year Notes

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage and benefit adjustments.
2. As approved by the Board at its September 19, 2006, final public hearing on the 2006/07 budget, operating expenses such as: travel; training; printing; operating supplies; and office supplies, are reduced by 5% for a fiscal impact of \$206.

Out-Year Notes

There are no Budget Issues requested in FY2008 thru 2011, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2005 Actual	FY 2006 Budget	FY 2007 Budget
001-142-513 Purchasing- Property Control					
• Decrease the number of items not located in the annual inventory (percentage)	Input	%	36	5	5
• Tag and input 90% of all property into data system within 5 working days of proper notification.	Input	%	95	95	95
• Initiate transfer of 90% of property items within 5 working days of receipt of proper forms	Input	%	100	95	95

**Leon County Government
Fiscal Year 2007 Budget**

Purchasing- Property Control

Organizational Code: 001-142-513

Budgetary Costs	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Personal Services	36,222	44,520	35,980	0	35,980	37,566
Operating	4,349	4,989	5,060	-123	4,937	4,937
Total Budgetary Costs	<u>40,571</u>	<u>49,509</u>	<u>41,040</u>	<u>-123</u>	<u>40,917</u>	<u>42,503</u>
Funding Sources						
			FY 2005 Actual	FY 2006 Adopted	FY 2007 Budget	FY 2008 Budget
001 General Fund			40,571	49,509	40,917	42,503
Total Revenues			<u>40,571</u>	<u>49,509</u>	<u>40,917</u>	<u>42,503</u>
Staffing Summary						
	FY 2005 Actual	FY 2006 Adopted	FY 2007 Continuation	FY 2007 Issues	FY 2007 Budget	FY 2008 Budget
Property Control Specialist	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>